



# MCDM Turn-In & Issue



Customer contacts Project Code Manager (PCM)  
at 765-4909/ 8579 to coordinate turn-in & issue



PCM will schedule and confirm date and time with  
customer



Customer will execute MCDM turn-in & issue "In-  
Person with materiel" at USAMMC-K Warehouse



# Example Assumption Of Command Orders



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**DEPARTMENT OF THE ARMY**  
**HHD 94TH MILITARY POLICE BATTALION**

Unit #15709  
APO AP 96205-0709

REPLY TO  
ATTENTION OF:

EAPB-NHQ

20 November 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assumption of Command

By authority of paragraph 2-3a, AR 600-20, the undersigned assumes command of Headquarters and Headquarters Detachment, 94th Military Police Battalion, (WBW6AA) APO AP 96205-0709, effective 20 November 2009.

  
GARY D. JONES  
CPT, MP  
Commanding

**DISTRIBUTION:**

- 1 - Cdr, 501<sup>st</sup> SBDE, APO AP 96260-5476
- 1 - Cdr, 8th ARMY G-1, APO AP 96205-0089
- 1 - Cdr, HHD, 94th MP Bn, APO AP 96205-0709



# Example DA Form 1687



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NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</small>				DATE 25 APR 2011	
ORGANIZATION RECEIVING SUPPLIES HHHD, 94th MP BN, Unit #15709				LOCATION USAG Yongsan APO AP 96205	
LAST NAME-FIRST NAME-MIDDLE INITIAL		SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
Hayes, Dennis M. Jr		Dexos 20111207	X	X	 D4151
XXXX Not Used XXXX					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,					
THE AUTHORITY TO: Turn-In and Receive Medical Chemical Defense Material					
REMARKS IISAMMC-K(USA Medical Material Center-Korea) CP CARROLL BLDG 709					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WBW6AA		DODAAC/ACCOUNT NUMBER W81126			
LAST NAME-FIRST NAME-MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Jones, Gary D.		O-3	724-6165	3 JUN 2011	

DA FORM 1687, JAN 1982

EDITION OF DEC 57 IS OBSOLETE.

APD PE v3.02

[illegible]



# Example Unit Strength



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DEPARTMENT OF THE ARMY  
94th MILITARY POLICE BATTALION  
Unit #15709  
APO AP 96205-5709

REPLY TO  
ATTENTION OF:

EANC-SPB-P

26 April 2011

MEMORANDUM FOR RECORD

SUBJECT: Unit Strength

1. The purpose of this memorandum is to verify the unit strength to include mission essential civilian and KATUSAs.

CATEGORY  
Officer  
Warrant Officer  
Enlisted  
Katusas  
MEC/BEC

AUTHORIZED  
33  
2  
720  
268  
0

ASSIGNED  
X21  
268

TOTAL  
1029  
1029

2. Point of contact for this memorandum is the undersigned at 724-6169.

AMANDA S. MEHOLICK  
CPT, AG  
BATTALION S1